

UNITED STATES BANKRUPTCY COURT - MIDDLE DISTRICT OF GEORGIA  
ELECTRONIC CASE FILING SYSTEM

**Attorney or Trustee's Application  
for Filing Agent Registration**

This form shall be used by an attorney or trustee to register an employee for a filing agent account on the United States Bankruptcy Court for the Middle District of Georgia's Electronic Case Filing System. A registered filing agent will have privileges both to submit documents electronically and to view and retrieve docket sheets and documents for all cases assigned to the court's Electronic Case Filing System (NOTE: A PACER account is necessary to access files and documents in the electronic case filing system. You may register for a PACER account either online at <http://PACER.psc.uscourts.gov> or by calling 1-800-676-6856.)

To register an employee for a filing agent account, please provide the information requested below:

Attorney or Trustee First / Middle / Last Name: \_\_\_\_\_

Attorney or Trustee Bar ID Number and State of Admissions: \_\_\_\_\_

Attorney or Trustee Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Business Tax ID Number : \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Attorney or Trustee Internet E-Mail Address: (For the court's use in notification of filing agent's logon and password) \_\_\_\_\_

Filing Agent Name: \_\_\_\_\_

Designate email address to be used for notification of documents filed electronically through ECF: \_\_\_\_\_

Attorney or Trustee email address ☐ Y ☐ N email address: \_\_\_\_\_

Filing Agent email address ☐ Y ☐ N email address: \_\_\_\_\_

\_\_\_\_\_ The above named filing agent is able to competently file bankruptcy documents using CM/ECF and therefore, requests waiver of training for the Bankruptcy Court, Middle District of Georgia.

\_\_\_\_\_ The above named filing agent requests the opportunity to conduct CM/ECF On-Line Self Training. Please provide email notification of the Court's procedures for completing the CM/ECF On-Line Self Training requirements. Email address:

\_\_\_\_\_

By submitting this registration form, the undersigned agrees to abide by the following:

1. Rule 9011 of the Federal Rules of Bankruptcy Procedure requires that every pleading, motion, and other paper (except lists, schedules, statements, or amendments thereto) filed with the Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to an attorney, trustee or filing agent registered to use the Electronic Case Filing System identifies that attorney, trustee and/or filing agent to the Court each time that the electronic Case Filing System is accessed. The use of the court issued password of the attorney, trustee or filing agent serves as and constitutes the signature of the attorney or trustee for purposes of Bankruptcy Rule 9011 on any document or pleading filed electronically using the court issued password. Therefore, all filers must protect and secure the password issued by the Court. If any reason exists to suspect the password has been compromised in any way, it is the duty and responsibility of the filer to whom the password is issued to notify the Court immediately. The Court will thereafter immediately delete the password from the Electronic Case Filing System and issue a new password.
2. The undersigned has read the local rules of this Court and particularly Local Bankruptcy Rule 5005 as well as the Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means including all attachments and understands the obligations imposed by these rules and procedures. The undersigned further understands the obligation to maintain in the undersigned's possession a complete and original of every electronically filed Verified Pleading for a period of four years following the closing of the case in which the Verified Pleading is filed. The electronic filing of any Verified Pleading constitutes the attorney's or trustee's signature and certifies that at the time of filing, the attorney or trustee has possession of the complete Verified Pleading bearing the original signature of each person who affirmed or swore to the truth of the matter set forth in the Verified Pleading and the original signature of each person who administered an oath, such as a notary public.
3. By this registration, the undersigned waives conventional service of documents and pleadings, including notice under Federal Rules of Bankruptcy Procedure 2002 and service under Federal Rules of Bankruptcy Procedure 7004 except as provided by this Court's local rules or Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means. The undersigned also agrees to accept service of notice of electronic filing documents on behalf of the attorney's or trustee's client by electronic service as good and sufficient service.

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Signature of Attorney or Trustee

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Signature of Filing Agent

Please return to: William E. Tanner, Clerk of Court  
United States Bankruptcy Court  
Attention: Electronic Filing Registration  
P. O. Box 1957  
Macon, GA 31202